

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, JUNEAU, WI 53039
IN THE TOWNE CENTRE CONFERENCE ROOM**

December 6, 2017

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:53 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator/Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Ann Schulz, Director of Nursing; Erin Blank, Assistant Director of Nursing; Jackie Kuhl, Brain Injury Center Unit Coordinator; Heather Ninmann, IID Household Specialist; Heather Hearley, Director of Dietary; Jim Hill, Director of Environmental Services; Jessica Streat, Assisted Living Supervisor; Jay Greatens, Admissions Coordinator; Megan Tobian, Human Resource Specialist; Kevin Nakielski, Dodge County Information Technology Database Administrator; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF NOVEMBER 3, 2017 MEETING:** Motion made by Duchac to approve the November 3, 2017 Minutes; seconded by Hilbert. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	22 of 30, with 1 possible admission this week and 1 next week
Clearview:	117 of 130, with 4-5 referrals for admissions next week
Clearview Behavioral Health 1/2/3:	22 of 30, with 2 assessments this week
ICF-IID (formerly FDD):	43 of 46, with 1 possible short-term admission
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	20 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Incentive Policies ~ Megan Tobian:** Tobian updated the Committee on three policies. The first policy is a new policy, "Employee Referral Program," which was approved by the Human Resource Committee at its November 28, 2017 meeting. This program would become effective January 1, 2018. The purpose of the program is to supplement Clearview's normal recruiting activity and enhance the pool of diverse, qualified candidates available to hire into Clearview. The second and third policies are adjustments to already existing policies regarding "Additional Shift Drawings" and "Attendance Drawings." The adjustments in each policy changes the number selected, per Administration decision.
- **Miscellaneous Wage Scale:** Tobian mentioned that flexis will be moved off the Dodge County Compensation Structure and put on the Miscellaneous Wage Scale effective January 1, 2018. Student food service workers and hospitality service aides who are currently on the wage scale will receive an approximate \$1.00 increase in pay, effective January 1, 2018.
- **Upcoming In-Service: Wage Structure 2018:** Tobian and Schulz updated the Committee that effective January 1, 2018, all new postings for Household Assistants 2 and 3 will be as a Household Assistant 2. Current wages for Household Assistants 1, 2, and 3 will remain the same. New hire LPNs will start at Labor Grade 6 with no change to current LPNs. RN supervisors will remain at Grade 8.
- **Quality Assurance Performance Improvement ~ Ann Schulz:** Ann Schulz, Director of Nursing, updated the Committee on falls and related interventions such as therapy referrals and medication management of Vitamin D for ambulatory residents, infection control, influenza vaccinations, working with Metastar to reduce antipsychotic and psychotropic use, medical waste management, and call light/alarm usage.
- **Survey:** The Division of Quality Assurance arrived on Monday, November 6, 2017, to survey the nursing home and the Brain Injury Center.

Nursing Home: The nursing home received one citations for care and received zero citations related to life safety codes (environmental). The citation received was a "G-Level Citation" for an isolated incident on one resident, actual harm that is not immediate jeopardy. The Plan of Correction was submitted; a verification visit will occur sometime in the next two months.

CBIC: The Brain Injury Center received two low level citations for care, three complaints, and received zero citations related to life safety codes (environmental).
- **Update: Mega Rule – Phase 2 ~ November 28, 2017:** Hooper, Kurutz, Schulz, and Blank attended an educational in-service on "The NEW Survey Process: Preparing Your Team for Success!" presented by The Wisconsin Division of Quality Assurance and Pathway Health, on November 10, 2017, in Pewaukee.

- **Update: MatrixCare ~ Bill Wiley, Ann Schulz, and Kevin Nakielski:**
 - **Clinical:** Schulz, Wiley, and Nakielski updated the Committee that the data conversion for residents was done in October, transferring from ECS to MatrixCare. Census and discharges are current and updated. Care plans have been entered, and staff are presently working on observations and events. The “go live” date has been postponed to January 17, 2018. Staff will be trained from January 3 to 9. Verification of orders will be between January 9 and 17. Staff will begin entering MDS’s at the end of January.
 - **Financial:** Staff training will be the week of December 11, 2017. End-of-month training will be held on January 10, 2018. Billing will “go live” on January 11. Subscription fees will start being charged in January. Wiley mentioned that the ancillary charges to be included in MatrixCare must be completed this week.
- **Update on Contracts – Preferred Provider:**
 - **Dean:** The Confidentiality Agreement is being reviewed by Dodge County Corporation Counsel Kim Nass.
 - **Optum / United HealthCare:** The proposed contract is to be sent to Clearview to review by Christmas, for the nursing home initially.
 - **Veterans:** Proposed rates were received this week; Clearview is in discussion with the VA.

The Committee will be updated at its January 3, 2018, meeting.

- **Update: Accounts Receivable / Collection:** The Committee was updated on the status of Clearview’s collection status and will continue to be updated at future meetings.
- **Holiday Letter to Clearview Employees:** The Committee reviewed and approved the annual holiday letter to Clearview employees, which will be in the December 22 *Communicator*.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **Update: Siding Project – Bump Outs:** Wiley provided the Committee a 2017 budget status through the end of October. The Committee requested that a recommendation be provided on whether Clearview should proceed in 2017 in replacing one or several areas of where the siding is in need of immediate replacement. He reviewed the budget status and recommended that Clearview not proceed with replacing any siding until 2018.

- **Update: Marsh Country Health Alliance Quarterly Financial Meeting:** Wiley updated the Committee that the quarterly MCHA financial meeting held on November 27 was short. Wiley provided the participants an update of Clearview's financial status through the end of September and that commission members had very few questions.
10. **NEXT MEETING DATES:** *Wednesday, January 3, 2018, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
 11. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Duchac. Meeting adjourned at 10:00 a.m.

Dated this 3rd day of January, 2018.

Respectfully submitted,

Thomas Schaefer
Thomas Schaefer, Secretary